



**Planning, Development
and Transportation**

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DATE: 10.8.2015

TO: ProTrak

FROM: Bill McDow
Transportation Planning

■ **ROBERT HIGH OFFICE [TRC Plan Review]**

☞ Initial Review Note ☞

All comments are based on adopted policy documents, specific City of Wilmington Land Development Code (CofW LDC) and City of Wilmington Technical Standards and Specifications Manual (CofWTSSM) requirements in effect at the time of this review. These have been noted after the comment as appropriate for your ease in further research.

The City Engineer may administratively approve dimensional variance requests per LDC Sec. 18-348. If the Applicant feels further interpretation is in order, please contact Transportation Planning directly to discuss in additional detail. Please apply for all administrative variances in writing, an email is acceptable or this may be included on the plan set. Please see Sec. 18-348 of the Land Development Code for the information required to process a variance request.



BASE INFORMATION:

- Revise all sheets to accurately illustrate the existing conditions on and surrounding this parcel. Show all adjacent traffic signs, lane configurations, traffic control devices and pavement markings on the site inventory plan. Please refer to the Technical Standards and Specifications Manual (link is below) Ch. VII C.1.a.2. for specific information and distance requirements. Contact Traffic Engineering at 341-7888 if you need assistance locating these elements.

TECHNICAL STANDARDS – DRIVEWAY ACCESS (Non-Major Thoroughfares):

1. The driveway curb return must be at least 6.5' from intersecting property lines. [[Chapter VII, C, Table 4 CofWTSSM](#)]

TECHNICAL STANDARDS – ACCESS (driveway, sidewalk, and sight distance):

2. Note which existing driveways will be closed. Extend the curb along these driveways and restore the verge area to match the existing/proposed.
3. Show proposed driveway centerline elevations at both the front and the back of each concrete driveway apron, at the curb line, property line & points at 26' and 52' behind the property line. [[Chapter VII, C\(1\)\(a\)\(2\)12 CofWTSSM](#)]
4. Dimension driveway widths and drive aisles. [[Sec.18-529 CofW LDC](#)]
5. Show the dimensions for the parking spaces.
6. Extend the public sidewalk to the property line. Coordinate alignment with adjacent property owners proposed sidewalk.
7. Provide a sidewalk connection between the site and the public sidewalk.

8. Distinguish between proposed and existing sidewalk(s) and provide dimensions
9. Show all adjacent traffic signs and pavement markings on the plan. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)
10. Show any traffic signal facilities and equipment in front of the development. Contact Traffic Engineering at 341-7888 for help in identifying these.
11. The existing maple tree must be trimmed to ensure it does not block clear visual sight distance from 30" to 10' at the new driveway apron. Also the maple tree critical root area must be marked. Ensure the new driveway does not damage the critical root area for the Maple tree.
12. Add a note indicating that all proposed vegetation within sight triangles shall not interfere with clear visual sight lines from 30"-10'. [\[Sec.18-566 CofW LDC\]](#)

TECHNICAL STANDARDS – PARKING:

13. Dimension parking stalls, radii and parking aisles. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)
14. The minimum standard vehicle parking space size is 8.5' in width by 18' in length.
15. Show the location of the dumpster on the site plan.
16. Protection from vehicles is required around all required landscaped areas within vehicular areas.
17. Provide wheel stops for parking spaces perpendicular to any proposed retaining walls to allow for car overhang and prevention of cars hitting the wall or fence.
18. Parking lot must meet requirements of standard details SD 15-13 and 15-10 for parking lots under 25 stalls. Provide a continuous perimeter border and 6" gravel surface. [\[SD 15-11 CofW Tech Stds\]](#)
19. The backing stub is to be 10' deep by 15' wide. Please dimension. [\[Chapter VII ,Detail SD 15-12 CofWTSSM\]](#)
20. Provide bicycle parking in accordance with Section 18-528 of the City of Wilmington Land development Code. Add the number required and proposed to the site development data. [\[Sec.18-528 CofW LDC\]](#)

TECHNICAL STANDARDS – Barrier Free Design:

21. Please show location of handicap ramp(s) and signs and provide details on the plan.
22. Note/label the plan with spot elevations that clearly indicate the accessible route from the HC space(s) to the building. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)

GENERAL NOTES TO ADD TO THE PLAN:

- A. All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet City and/or NCDOT standards. [\[Detail SD-13 CofW Tech Stds\]](#)
- B. All signs and pavement markings in areas open to public traffic are to meet MUTCD (Manual on Uniform Traffic Control Devices) standards. [\[Detail SD 15-13 CofW Tech Stds\]](#)
- C. All traffic control signs and markings off the right-of-way are to be maintained by the property owner in accordance with MUTCD standards.
- D. All parking stall markings and lane arrows within the parking areas shall be white.
- E. A utility cut permit is required for each open cut of a City street. Note this on the plan and contact 341-5888 for more details. In certain cases an entire resurfacing of the area being open cut may be required.
- F. Any broken or missing sidewalk panels, driveway panels and curbing will be replaced.
- G. A landscaping plan indicating the location of required street trees shall be submitted to the City of Wilmington Traffic Engineering Division and Parks and Recreation Department for review and approval prior to the recording of the final plat. [\[SD 15-14 CofW Tech Stds\]](#)
- H. Contact Traffic Engineering at 341-7888 forty-eight hours prior to any excavation in the right of way.

MISCELLANEOUS:

- ❖ Permitting of business identification signage is a separate process. NCDOT/ City of Wilmington will not allow obstructions within the right of way.
- ❖ Contact Alina Jakubcanin at 341-7888, Alina.Jakubcanin@wilmingtonnc.gov, to discuss street lighting options.

Please let me know if you have any questions or if I can be of further assistance as this development moves through the review process.